



ALBERTA HANSARD

ANNUAL REPORT
1984

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LEGISLATIVE ASSEMBLY
ALBERTA

OFFICE OF
Alberta Hansard

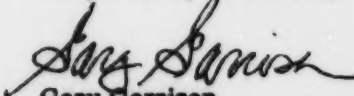
Room 412
Legislature Building
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March 15, 1985.

TO THE HONOURABLE THE SPEAKER OF THE LEGISLATIVE ASSEMBLY:

I have the honour to submit the annual report of Alberta Hansard for the calendar year ended December 31, 1984, as required by Standing Order 110.

Respectfully submitted,


Gary Garrison

Editor, Alberta Hansard



Alberta Hansard
ANNUAL REPORT

1984

Prepared for the Honourable Gerard Amerongen
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

March 15, 1985

Alberta Hansard
Room 412 Legislature Building
Edmonton, Alberta
T5K 2B6



PUBLICATION OF ALBERTA HANSARD

Under the authority of Mr. Speaker and in accordance with Standing Orders 107, 108, and 109, sixty-four issues of Alberta Hansard were published in 1984, reporting the proceedings of the Second Session of the 20th Legislature held during that year. Total number of pages published in 1984 was 1,512. In 1983 Hansard published seventy-eight issues and 1,936 pages.

BOUND VOLUMES

Bound volumes for the First Session of the 20th Legislature were distributed early in 1984. Each set consisted of three books, the first containing 792 pages of text, the second pages 793 through 1,600, and the third pages 1,601 through 1,936 and the index. As in 1983, there was an increase in the number of subscriptions to bound volumes for the Second Session of the 20th Legislature. Accordingly, the number of bound volume sets for that session has been increased from 185 the previous year to 190.

CIRCULATION AND SUBSCRIPTIONS

Basic printing volume during 1984 was 1,465 copies of each issue, divided as follows: 600 copies for distribution in the Legislature Building and over the counter sales, 675 copies for subscriptions, and 190 copies for binding. As in the past, adjustments were made to these numbers from week to week, to accommodate changes in the number of subscribers. Maintenance of the subscription mailing lists was transferred to the General Administration Office prior to the fall sittings. The Hansard branch continued to produce mailing covers for subscription copies.

Because of special requests made through the General Administration Office of the Legislative Assembly, the following additional copies of Hansard issues were printed and were paid for by those making the requests:

<u>Date</u>	<u>Issue No.</u>	<u>No. of Copies</u>
March 15	1	2,000
March 27	9	1,000
October 17	49	700
October 22	52	200
November 2	58	500
November 7	61	500

ARCHIVES

Sixty-eight master tapes covering the spring sittings of the Legislature (March 15, 1984, to May 31, 1984) were deposited with the Provincial Archives on June 25, 1984. They have been assigned accession number 84.233 and are traceable in the Provincial Archives by this number. The twenty-two master tapes of the 1984 fall sittings (October 17, 1984, to November 13, 1984) were deposited with the Provincial Archives on January 31, 1985, and were assigned accession number 85.17.

COMMITTEE REPORTING

Transcripts of committee meetings continued to be produced in-house and delivered to the office of the Clerk of Committees for distribution. On February 12, 1985, bound transcripts of the 1984 meetings of the standing committees on the Alberta Heritage Savings Trust Fund Act, Legislative Offices, Members' Services, and Public Accounts were delivered to the Legislature Library, the Clerk of Committees, and the committee chairmen.

The following table summarizes committee transcription work completed by Alberta Hansard in 1984. The number of meetings for which transcripts were produced during the year was down 28 percent from the high of 92 meetings the previous year, when transcripts of 17 meetings of special or select committees were produced. The 1984 total, however, is well above the seven-year average of 45 meetings.



<u>Name of Committee</u>	<u>Number of Meetings</u>	<u>Duration (Hours)</u>
Special Standing Committee on Members' Services	8	16.01
Standing Committee on the Alberta Heritage Savings Trust Fund Act	23	31.57
Standing Committee on Law and Regulations	3	3.4
Standing Committee on Legislative Offices	10	12.02
Standing Committee on Private Bills	10	11.86
Standing Committee on Public Accounts	10	10.15
SUBTOTAL (STANDING COMMITTEES)	64	85.01
Comparable 1983	75	121.49
First Canadian Conference of Presiding Officers	1	.50
Special Committee to Search for and Select an Ombudsman	1	.45
TOTAL	66	85.96
Comparable 1983	92	182.25
Comparable 1982	25	53.20
Comparable 1981	50	71.00

HANSARD INDEX

Indexing of Alberta Hansard continued substantially unchanged during 1984. Cumulations of the index were provided during session to the Legislature Library for the use of members and others. Final cumulations were provided during between-session periods.

A bound index of the Hansard issues covering the Second Session of the 20th Legislature is scheduled for printing and distribution during the spring of 1985. The annual bound indexes are produced using the PENTA photocomposition process, which has made it possible to reduce the size of the index by two-thirds of what it had been prior to 1983, while providing a more readable text.

Reference services of the Hansard Librarian continued to be available to those seeking index information. During 1984, a total of 123 questions were answered: 88 from Assembly staff, 12 from other departmental staff, and 23 from the general public.

The Librarian is also responsible for the preparation of a table showing the progress of Bills. This was published with most Monday issues of Alberta Hansard and in the final issue for 1984, dated November 13.

STAFF

Three changes in full-time staff positions occurred during 1984. First, Susan Peet, who had been carrying out many of the duties of the Assistant Production Supervisor during and following the previous incumbent's maternity leave, was appointed to that position on January 1, 1984.

On February 1, Lorraine Gibeault was appointed Staff Editor to replace Susan Peet.

On September 17, Robert Bubba, who had been Editor since November 1982, became Clerk Assistant. David Greer, who had served eight years as associate editor of British Columbia Hansard, was appointed Editor of Alberta Hansard for a three-month contract period beginning October 15. During the interim, Donna Bennett, the Associate Editor, served as Acting Editor.



The position descriptions of the Editor, Librarian, and Secretary were rewritten early in 1984, thereby completing the review of all Hansard position descriptions that was begun in 1983.

As has been Hansard practice, the permanent staff were augmented by some 13 hourly-rated staff during sessional periods. Some hourly staff were retained as required during non-sessional periods to assist in preparing transcripts of legislative committee proceedings or to perform other duties.

PROFESSIONAL DEVELOPMENT

Four members of Hansard staff benefitted from attendance at various professional development seminars in 1984. The Senior Editor, Vivian Loosemore, attended a four-day seminar on women entering a management role, May 22 to 25. The Production Supervisor, Sheila Unger, attended a two-day course October 23 and 24 on basic concepts of telecommunication, which was presented by Altel Data. Susan Peet, the Assistant Production Supervisor, attended a time management seminar September 6 and 7. Susan Martin, the Secretary, attended a course on records management for support staff, February 8 and 9. In addition Donna Bennett, Associate Editor, attended a course called French for Professionals given by Alliance Française at Faculté Saint-Jean, July 10 to 27.

CONFERENCES

The annual conference of the Hansard Association of Canada was held in St. John's, Newfoundland, August 15 to 17, 1984. The Editor and Associate Editor attended, as did a total of 29 other delegates representing Canadian federal and provincial Hansards.

Six workshop discussions were held: Bilingual Hansard, Editing of Question Period and Routine Proceedings, Research and Reference Facilities, Staff Recruiting and Training, Edited Text vs. Verbatim Transcript, and Recording and Sound Systems.

Alberta led the workshop on Staff Recruiting and Training and shared with other delegates our experience in streamlining the in-house training of new part-time staff on our word processing system.

The Editor also attended the first conference of the Commonwealth Association of Hansard Editors, which was held at Westminster, July 23 to 27, 1984. The conference was attended by 32 delegates from Commonwealth countries and two observers, one from the European Parliament at the Hague and one from Intersteno, an international organization of stenographers.

The main business of the conference was to adopt a draft constitution for this newly-formed association. In addition, the Editor found the tour of the Hansard branch of the U.K. House of Commons informative. The branch employs over 100 staff and is able to deliver the final Hansard by 8 a.m. the day following the debates in the House, without the use of any computerized shorthand or text-processing equipment.

The conference provided the occasion for a worthwhile exchange of experiences and knowledge of production methods, editing styles, and staff training programs among delegates from various Commonwealth countries at different stages of parliamentary and economic development.

PRODUCTION

No significant changes in production procedures occurred during 1984. The text processing system which was put in place in the summer of 1983 functioned smoothly throughout the spring and fall sittings. No major problems with the system were experienced. Down time was insignificant. System procedures were streamlined as familiarity with the new equipment increased.

Legislative committee meeting transcripts and Hansard proofs continued to be printed in-house. The Hansard blues were still telecommunicated and printed at the Terrace Computing Centre. Hansard continued to be phototypeset and printed by a private-sector firm. Cost per page was \$58.25, the same as during 1983.



The system of file cards containing research information has been computerized. This new system allows for more expeditious updating and retrieval.

The in-house text processing system now consists of 16 terminals (12 in Hansard offices; four in the Clerk's office, Room 313) and five printers (three in Hansard offices, two in Room 313). During 1984, Hansard obtained one additional terminal for use by the Secretary and Editor. The Hansard integrated control unit (ICU) was interlinked in 1984 with the ICU in the Legislature Annex in the General Administration Office of the Legislative Assembly to provide users of both ICUs access to a large, shared data base.

BRANCH BUDGET

The financial statement on page 9 summarizes branch expenditures during the 1984 calendar year.

The amount paid to sessional staff was 34 percent less than in 1983, largely because of the 28 percent decrease in the number of committee meetings covered and the 19 percent decrease in Assembly sitting days. In addition, significantly shorter training periods and a sizable reduction in overtime, made possible by the new in-house word processing system, accounted for part of the savings.

The expenditure for salaries was up 16 percent from 1983 because the position of Assistant Production Supervisor, which was vacant for most of 1983, was filled early in 1984, and because of merit salary increases that came into effect in 1984.

The increase in payments to contract employees is attributable to David Greer's having served as Editor under contract, instead of on salary, for the last two and a half months of the year.

Allowances and supplementary benefits increased because of a higher number of professional development courses in 1984 and the fee for the first conference of the Commonwealth Association of Hansard Editors.



The increase in travel expenses resulted from Hansard's sending two delegates to the annual conference of the Hansard Association of Canada in St. John's, Newfoundland, whereas in 1983 only one Alberta delegate attended the annual conference in Yellowknife. A portion of the increase is attributable to the Editor's living expenses in connection with his attendance at the first conference of the Commonwealth Association of Hansard Editors held in London, England. The Editor himself paid half of the Edmonton-London return air fare; the remainder was covered by the branch.

Freight and postage expenditures were up 51 percent primarily due to a ruling by the Canada Post Corporation that Alberta Hansard may no longer be mailed to subscribers via third class mail, but must instead go first class. That ruling has since been appealed, but to no avail.

The decreased expenditures for professional, technical and labour services were largely attributable to the lower printing costs incurred during 1984, when the Assembly sat 64 days compared with the 78 days of sittings in 1983.

The increase under rental of assets and the much larger decrease under data processing services reflected the economies realized as a result of the installation of the in-house word processing system in mid-1983.

The almost fiftyfold increase in repairs and maintenance was a direct result of Hansard's moving from a trial, rental period for the in-house system to a three-year lease, which was signed in early December 1983. Repair and maintenance were covered under the terms of the rental agreement, but once the lease was signed, repair and maintenance began to be paid for separately.

FINANCIAL STATEMENT

(January 1 - December 31, 1984)

	<u>Total 1984</u>	<u>Comparable 1983</u>	<u>% Change from 1983</u>
MANPOWER			
Salaries	224,398.42	192,818.50	+ 16.38
Wages	96,323.47	150,886.79	- 36.16
Payments to Contract Employees	7,922.99	3,520.67	+ 125.04
Employer Contributions	25,329.25	24,249.56	+ 4.45
Allowances & Suppl. Benefits	<u>1,062.10</u>	<u>436.50</u>	<u>+ 143.32</u>
	355,036.23 (a)	371,912.02	- 4.54
SUPPLIES AND SERVICES			
Travel Expenses	4,555.98	3,222.35	+ 41.39
Advertising	—	160.64	-100.00
Freight & Postage	26,493.29	17,454.13	+ 51.79
Rental of Assets	51,674.51	38,972.65	+ 32.59
Telephone & Commun.	1,859.16	1,880.22	- 1.12
Repair & Maintenance	19,196.00	378.45	+ 4,972.27
Profess., Tech., & Labour Services	153,736.90	185,772.10	- 17.24
Data Processing Services	18,833.32	88,341.29	- 84.34
Hospitality	86.40	112.65	- 23.30
Materials & Supplies	<u>5,528.16</u>	<u>5,821.37</u>	<u>- 5.04</u>
	276,963.72 (b)	342,115.85	- 19.04
<u>TOTAL EXPENDITURE</u>	<u>631,999.95</u> (a+b)	<u>717,159.37</u>	<u>- 11.88</u>

ACKNOWLEDGEMENTS

The Editor is grateful to Mr. Speaker and the Clerk for their continuing support for and confidence in the Hansard branch throughout the year; to Robert Bubba, the Clerk Assistant and former Editor, for his invaluable help and advice and for his having left the branch in such good order; to David Greer, who ably served as Editor during the last two and a half months of the year; to the staff of the Legislature Library for their assistance in locating sometimes obscure research information; and to the present and previous directors of administration and their staff for their support in a wide variety of areas.

The Editor is also grateful to Donna Bennett, the Associate Editor, for attending to the necessary preparations for the fall sittings from September 17 to October 15 while serving as Acting Editor, and to all the Hansard staff, for pulling together during that transition period and the ensuing fall sittings, for working diligently throughout the year to ensure that Hansard publications continue to meet the standards of excellence to which Members and the public have grown accustomed, and for assisting in compiling this annual report.